

Chief, Hawaii Bureau

6 May 1948

Acting Chief, FBIB

Efficiency Ratings

1. Returned herewith for revision are efficiency ratings of Hawaii Bureau personnel submitted on 27 April 1948, together with a supply of blank forms. It is suggested that the standard used in arriving at these ratings has been so severe as to impose a possible disadvantage on Hawaii Bureau employees in the event of competition with employees of other bureaus and the departmental staff. Other efficiency ratings received have in general been tabulated fairly evenly between "excellent" and "very good" with a sprinkling of "goods". While this office does not wish to influence your judgment of employee's performance, it is believed that you may wish to reconsider the ratings on the basis of this information.

2. It is requested that in submitting revised gradings, greater attention be given to the appearance of the forms, avoiding smudges, mark-overs and pencilled lines.

3. If the rating and reviewing officers are in disagreement, it is required that they consult and attempt to reach unanimity on the rating. If agreement cannot be reached it is necessary (a) that the reviewing official mark in red the particular items which he wishes to change and enter his adjective rating in red; and (b) that an explanation of the disagreement between rating and reviewing official be typewritten on the obverse of the sheet and signed by both officials.

4. Enclosed also is a request for conduct report on for your rating and signature.

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PHILIP E. EDWARDS

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cc: Admin. Office

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